

**CITY OF EL SEGUNDO
HUMAN RESOURCES DEPARTMENT**

OUTSIDE EMPLOYMENT AUTHORIZATION REQUEST FORM

CITY EMPLOYEE NAME:

CITY JOB TITLE / POSITION:

CITY DEPARTMENT / DIVISION / BUREAU:

CITY EMPLOYMENT STATUS (*CHECK ONE*):

Full-Time/Permanent

Part-Time/Permanent

Part-Time/Temporary

NAME OF OUTSIDE EMPLOYER/AGENCY:

ADDRESS OF OUTSIDE EMPLOYER/AGENCY: (Post Office Box's NOT ACCEPTABLE):

STREET:

CITY / STATE / ZIP CODE

TELEPHONE NUMBER:

START DATE OF OUTSIDE EMPLOYMENT:

LENGTH OF OUTSIDE EMPLOYMENT:

DESCRIBE THE NATURE OF DUTIES TO BE PERFORMED, *BE SPECIFIC*.

OUTSIDE EMPLOYMENT AMOUNT OF WEEKLY WORK HOURS:

OUTSIDE EMPLOYMENT WORK DAYS/SHIFTS:

DOES OUTSIDE EMPLOYER COVER YOU FOR WORKERS COMPENSATION:

IF NO, EXPLAIN:

"I have read, understand, and accept all of the conditions set forth by the City of El Segundo, Personnel Rules & Regulations, Rule 22 "Outside Employment" and all other City legislation and/or policy and procedures relating to outside employment."

Signature of Employee _____ **Date** _____

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1. DEPARTMENT HEAD AUTHORIZATION: YES () NO ()
 2. DATES AUTHORIZED FOR: _____
 3. TOTAL HOURS AUTHORIZED: _____ Weekly () Monthly ()
 4. DEPARTMENT HEAD COMMENTS: _____
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Department Head Signature *Date*

FOR COMPLETION BY HUMAN RESOURCES DEPARTMENT ONLY.

5. CITY AUTHORIZATION PERMITTED: YES () NO ()
6. DIRECTOR OF HUMAN RESOURCES:

Department Head Signature or Designee *Date*

RULE 22. OUTSIDE EMPLOYMENT- CITY OF EL SEGUNDO PERSONNEL RULES & REGULATIONS

(Please place your initials by each section below)

[] 22.1 Policy

A City employee shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with his duties, functions or responsibilities as a City employee.

[] 22.2 Authorization

- (a) Any officer or employee wishing to engage in any occupation or outside activity for compensation shall inform the Department Head of such desire, providing information as to the time required and the nature of such activity, and such other information as may be required. The Department Head shall determine whether or not such activity is compatible with the employee's City employment.
- (b) If the Department Head determines such activity is compatible he may authorize the activity in writing with a copy to the Personnel Officer.
- (c) Said authorization shall be valid only for the work and period prescribed therein.

[] 22.3 Determination of Inconsistent Activities

In making a determination as to the consistency or inconsistency of outside activities, the Department Head shall consider among other pertinent factors whether the activity:

- (a) Involves the use for private gain or advantage of City time, facilities, equipment and supplies, or the badge, uniform, prestige or influence of one's City office or employment or,
- (b) Involves receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the City for the performance of an act which the officer or employee, if not performing such act, would be required or expected to render in the regular course or hours of his City employment or as a part of his duties as a City employee or,
- (c) Involves the performance of any act in other than his capacity as a City officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such officer or employee or the department by which he is employed or,
- (d) Involves conditions or factors which would probably directly or indirectly lessen the efficiency of the employee in his regular City employment, or conditions in which there is a substantial danger of injury or illness to the employee.

[] 22.4 Revocation

Permits for outside employment may be issued for such length of time as noted in the permit and all permits are subject to revocation by the Department Head, the City Manager, or the City Council.

[] 22.5 Use of City Equipment Prohibited

- (a) No City owned equipment, autos, trucks, instruments, tools, supplies, machines or any other item which is the property of the City shall be used by any officer or employee while said officer or employee is engaged in any outside employment or activity, for compensation or otherwise, except upon prior order of the City Council.
- (b) No officer or employee shall allow any unauthorized person to rent, borrow, or use any of the items mentioned in (a) above except upon prior order of the City Manager.

[] 22.6 Violations and Penalties

- (a) Any violation of the provisions herein contained respecting outside employment or activity, use of City property, shall constitute sufficient grounds for disciplinary action including immediate dismissal of the employee guilty thereof from the City service.